

# Disciplinary Policy

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## 1. Aim

1.1 The purpose of this policy is to:

- ensure all employees have an understanding of the standards of conduct and behaviour expected of them.
- help and encourage employees to achieve and maintain acceptable standards of conduct.
- ensure that fair, consistent, and reasonable action is taken where acceptable standards of conduct are not maintained; and
- enable issues to be raised and dealt with promptly, ensuring no unreasonable delay in arranging meetings, making decisions, or confirming decisions.

1.2 This Policy applies to conduct issues only and should be read in conjunction with the **Disciplinary Procedure**. For issues of performance or capability refer to the **Attendance Policy** or **Performance Policy** or **Performance Procedure**.

## 2. Key principles

- I. The CPCA expects and is committed to ensuring that all employees maintain expected standards of behaviour.
- II. Employees are expected to comply with the **CPCA's Code of Conduct for Employees** as well as any professional codes or other policies specific to their roles.
- III. All allegations of improper conduct will be treated seriously and addressed promptly and sensitively in accordance with the **Disciplinary Procedure**.
- IV. Examples of improper conduct likely to result in a finding of misconduct or gross misconduct are detailed at section 5.
- V. In circumstances where an allegation of improper conduct is upheld by CPCA will take all appropriate and recommended action.

## 3. Scope

This Policy applies to all employees save for those who are within a probation or extended probation period (refer to the Probation Policy and Probation Procedure as necessary).

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## 4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

## 5. Examples of misconduct which could lead to disciplinary action

**5.1** The following are examples of behaviour which would ordinarily be considered to be gross misconduct or misconduct. These lists are neither prescriptive nor exhaustive and other types of behaviour which are of a comparable nature may also amount to misconduct or gross misconduct:

### 5.1.1 Gross Misconduct

- Physically or verbally threatening or abusive behaviour, physical violence, or the threat of physical violence.
- A serious or unlawful act of discrimination, bullying, harassment or victimisation whether on grounds of sex, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, disability, sexual orientation, religion and belief, age or otherwise.
- Serious acts of insubordination, rudeness, or inappropriate behaviour towards or in the presence of CPCA members or employees, contractors or partnership workers, service users or members of the public.
- Theft or unauthorised removal of property belonging to CPCA, CPCA members or employees, contractors or partnership workers, service users or members of the public.
- Fraud, deception, deliberate falsification of timesheets, bonus or expense claims, or abuse of the Flexible Working Hours scheme.
- False statements made in support of an application for employment or promotion, and which are material to the success of the application or the level of remuneration payable;
- Failure to disclose unspent convictions (or, in respect of posts which are exempt from the provisions of the Rehabilitation of Offenders Act 1975, any conviction, whether spent or otherwise) whether incurred before or after appointment.
- Requesting or accepting money or other consideration as an inducement or in return for use of CPCA property or resources, the provision of CPCA services, the making of CPCA adjudications or decisions, the placing of CPCA orders/contracts or the showing of favour or otherwise the conferring a benefit by or on behalf of CPCA.
- Abuse of position for private advantage or satisfaction of self or others.
- Deliberate damage to or misuse or sabotage of property, equipment or systems belonging to the CPCA, its members, employees, contractors, partnerships, or service users.
- Deliberate damage to or misuse of CPCA property or name, deliberate damage to CPCA's interests or conduct likely to discredit the CPCA or bring it in to disrepute;
- Inappropriate use of social networking websites, causing a detriment to CPCA's reputation or damage to working relationships between employees, members, contractors, partners, or service users.
- Serious misuse of CPCA property or systems, including inappropriate use of the internet or intranet, use of unauthorised software, unauthorised access to systems or files, or sending offensive or inappropriate e-mails.
- Unauthorised absence from work where permission to be absent has been withheld.
- Breach of confidence or trust, the forging or unauthorised alteration of records or documents, or the disclosure of information for financial or personal gain of the employee or others or

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which could be harmful to CPCA, its members, employees, contractors, partnerships, or service users.

- Deliberately providing false, misleading, or inaccurate information or other statements orally or in writing.
- Deliberate or sustained refusal to carry out reasonable, lawful and safe instructions, contractual requirements or to comply with CPCA policies.
- Deliberate or reckless infringements of safety rules or practices which place the health and safety of the employee or others at serious risk.
- Gross negligence in carrying out (or failing to carry out) the duties of the employee's job;
- Incapability for work caused by the use of alcohol or drugs which have not been prescribed;
- Possession, use or supply of illegal drugs or other items on CPCA premises;
- Aiding or procuring any act of gross misconduct;
- Off-duty behaviour which is inconsistent with the employee's relationship with CPCA and/or which seriously undermines the Authority's trust and confidence in the employee.

## 5.1.2 Misconduct

- Less serious acts of insubordination, rudeness, or inappropriate behaviour towards or in the presence of CPCA members or employees, contractors, or partnership workers;
- Regular/persistent lateness or contravention of the Flexible Working Hours scheme;
- Unauthorised absence from work or a failure to comply with absence reporting procedures;
- Abuse of the facility to make private telephone calls, use computers, send private e-mails or sending private mail at the CPCA's expense;
- Failure to comply with a reasonable, lawful, and safe instruction or request, whether verbal or written;
- Failure to comply with the terms of the contract of employment or neglecting the duties of the post;
- Less serious breaches of any provision of the CPCA's Code of Conduct or other policies or procedures;
- Less serious carelessness or neglect in carrying out (or failing to carry out) the duties of the employee's job;
- Failure to adopt and conform to safe working practices;
- Failure to comply with security procedures or guidelines;
- Failure to report loss of or damage to CPCA property issued to or used by the employee;
- Aiding or procuring any act of misconduct or unreasonable failure to report any form of misconduct or gross misconduct;
- Unauthorised use of CPCA equipment or other property whilst off-duty.

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## References:

Code of Conduct for Employees  
Disciplinary Procedure

Date agreed at Employment Committee:	
Issue date:	14 March 2023
Version number:	2
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## Document Control Sheet

Purpose of document:	This policy is to set out how CPCA will deal with all aspects of misconduct and gross misconduct.
Type of document:	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document? (Job title):	HR Team
Why is this document being reviewed?	Review of existing Policies and Procedures
Mandatory Read	Yes

## Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved